File Transfer Protocol (FTP) Instructions

For Submitting Reports to SCO

California State Controller's Office

Division of Accounting and Reporting
Bureau of Local Government Policy and Reporting

The following instructions will provide guidance on submitting your reports to the State Controller's Office using File Transfer Protocol (FTP) and Windows Explorer.

- FTP is a standard internet protocol for transmitting files between computers on the Internet.

- Windows Explorer is a file manager application that is included with Microsoft Windows operating systems (OS). Do not confuse Windows Explorer with Windows Internet Explorer, which is a graphical web browser. Windows Explorer can be opened in a variety of ways. Depending on the version of your OS, the pictures shown below may appear differently. These instructions include steps for using Windows 7 and Windows XP. For Windows Explorer assistance with other OS versions, you will need to contact your agency's IT support staff.

Before proceeding with your report submission, ensure that you have the following:

- Internet connectivity on your computer

- FTP file folder address

Two alert letters are mailed to local governmental entities: 1) a financial transactions report letter, and 2) a salary and compensation report letter.

- The financial transactions report letter contains a web page address where each entity's reporting instructions and templates can be downloaded.
    - o The letter also contains reporting deadlines and two sets of usernames and passwords.
    - o One username/password set is used for accessing your local governmental entity's reporting information on the electronic reporting program, which produces the output file known as the financial transactions report.
        - The username is the entity's name while the password is the 11-digit unique SCO-assigned entity number.
        - Here is an example:

            - Username is ABC District
            - Password is 12345678900

    - o The other username/password set is used for submitting your financial transactions report to SCO via the FTP process.
        - The username and password are embedded in the FTP File Folder Address.
        - Here is an example of an FTP File Folder Address:

            ftp://sco123456:jc123456@ftp.sco.ca.gov

            - Username is sco123456
            - Password is jc123456

- The salary and compensation report letter includes a letter containing reporting deadlines and a username/password for submitting your compensation report to SCO via the FTP process. The letter also contains the Government Compensation in California web page address where reporting instructions and templates can be downloaded.

Step 1: Opening Windows Explorer (Windows 7)

Open Windows Explorer by right-clicking the Start Button in the Quick Launch taskbar (Figure 1) and selecting "Open Windows Explorer"

If Windows Explorer is pinned on your taskbar as shown below, click on the Windows Explorer button

Figure 1

The SCO's FTP server credential, or FTP file folder address, is entered in the Address Bar (Figure 2) in Windows Explorer.
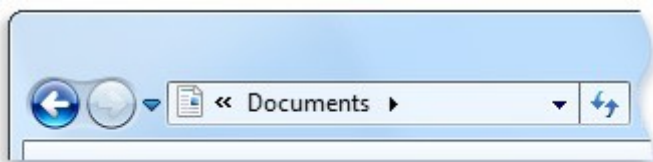

Figure 2

Step 1 Alternative: Opening Start Menu/Explore or My Computer (Windows XP)

Open Start Menu by right-clicking the Start Menu Button and selecting "Explore"

Or, open My Computer by clicking on the My Computer icon on your desktop

If the Address Bar does not appear (Figure 3) for My Computer, select View, Toolbars, and check "Address Bar" (Figure 4). Ensure that "Lock the Toolbars" is also checked.
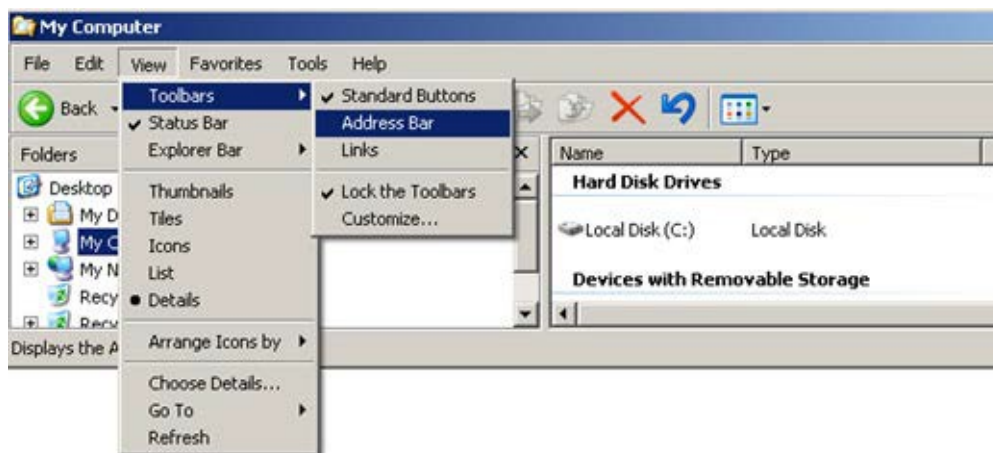

Figure 3

Figure 4

The FTP file folder address is entered in the Address Bar (Figure 5) in Explorer or My Computer.
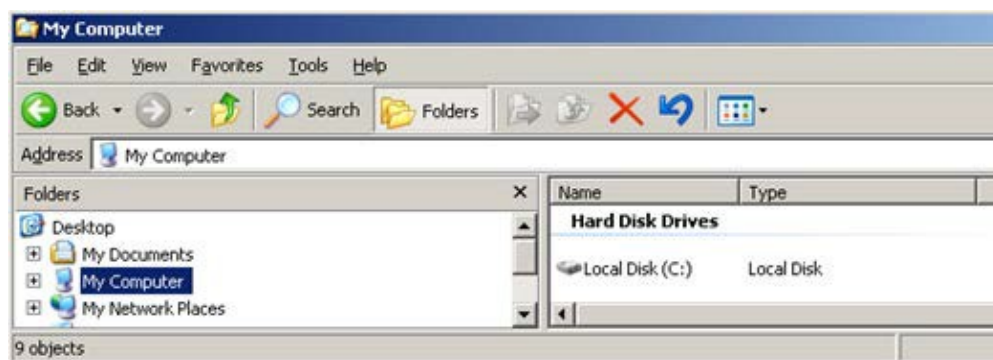

Figure 5

Step 2: Entering the SCO file folder address

In the Address Bar, type in the FTP file folder address (provided in the reporting package mailer) as shown in Figure 6 and press the Enter button. This is the file folder destination for the report(s) you are transmitting to SCO.

Below is an example of a SCO FTP file folder address where *sco123456* is the username and *jc123456* is the password:

ftp://sco123456:jc123456@ftp.sco.ca.gov

If the file folder address is typed incorrectly, a pop-up window may appear as shown in Figure 7.
- Close/exit the pop-up window and retype the FTP file folder address in the Address Bar.
- Or, you may type in the username and password in the "Log On As" pop-up window and click on the "Log On" button.
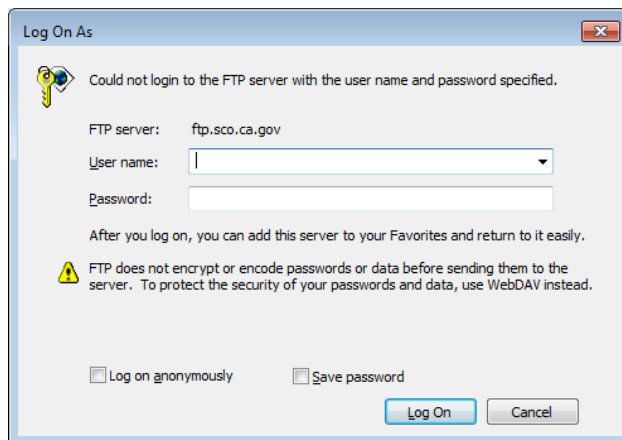

Figure 6

Figure 7

After the FTP address is entered, you are ready to submit your report to the SCO FTP server as shown in Figure 8. This is the destination Windows Explorer session.
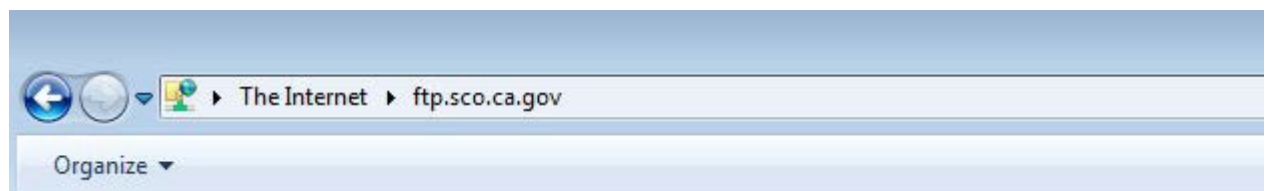

Figure 8

Step 3: Copying reports and pasting them to the SCO FTP server.

Open another session of Windows Explorer and find the report you will be submitting. This is the source Windows Explorer session.

Copy your report and paste it to the SCO FTP server as shown in Figure 9 by dragging and dropping the report from your source Windows Explorer session to the destination Windows Explorer session.
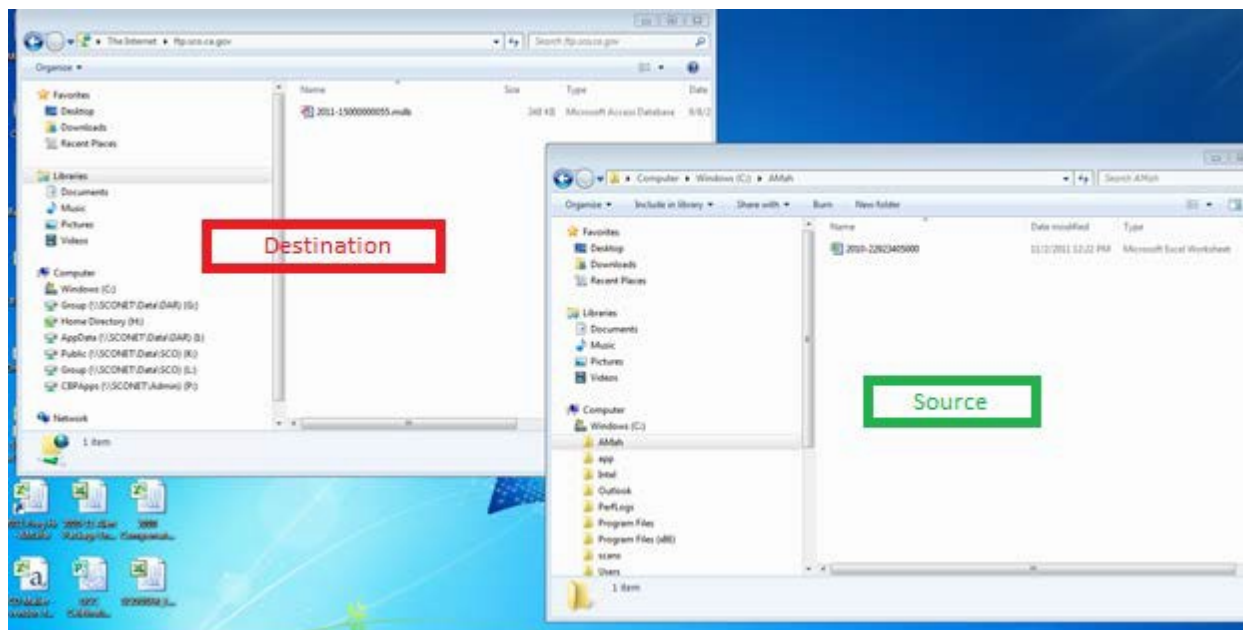
Figure 9

The result of copying and pasting the report appears as shown in Figure 10. You will not receive an automated confirmation of a successful FTP file transfer. In order to confirm a successful submission of your report, you will see a copy of the report in the destination Windows Explorer session ~ print this screen as your confirmation.

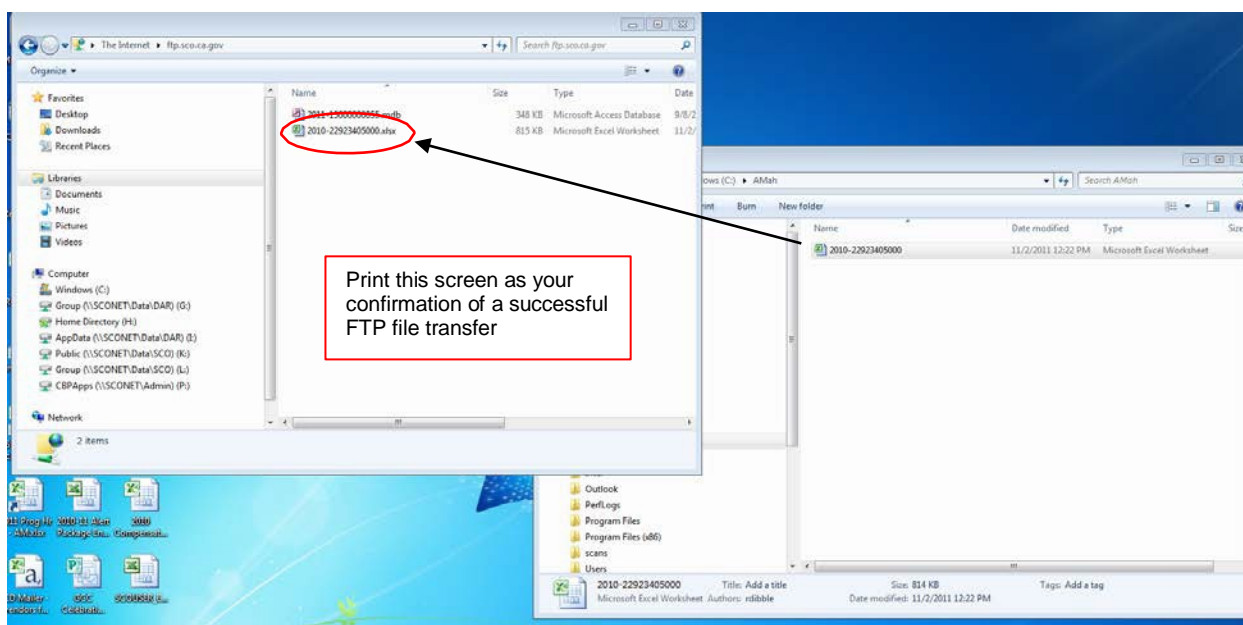Print this screen as your confirmation of a successful FTP file transfer

Figure 10

For Special Districts questions or assistance, please contact us at: RDA-SDsupport@sco.ca.gov or (916) 327-1017

For all other questions or assistance, please contact us at: LGRsupport@sco.ca.gov or (916) 322-9672.

Appendix

While completing Step 2, you may encounter the pop-up windows in Figures 11 and 12 below. If so, close/exit the windows by clicking on the X in the upper right corner and retype the FTP file folder address in the Windows Explorer Address Bar.
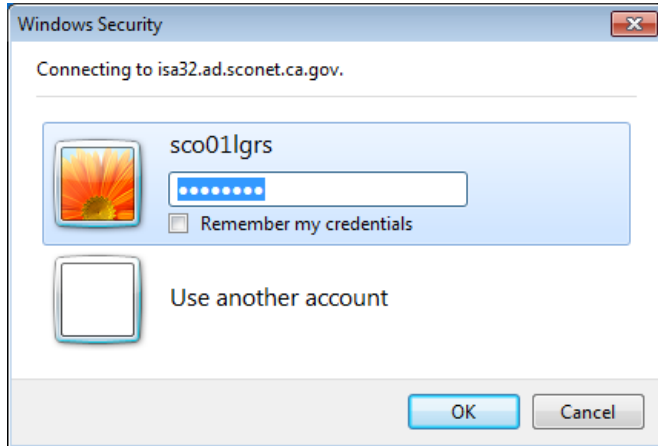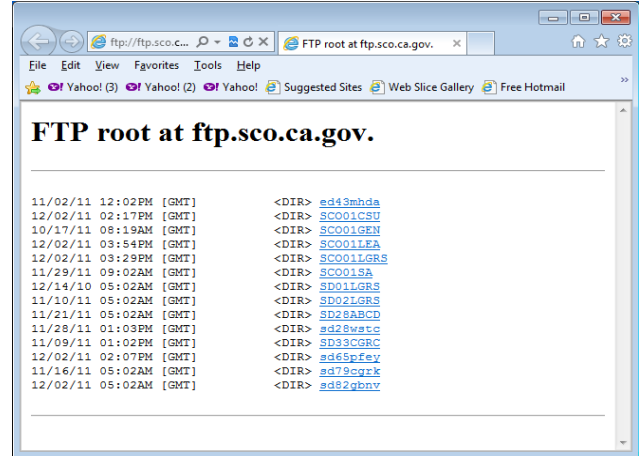

Figure 11

Figure 12